
Web Kinship Care Tracking System

Web KCTS

Version 2.92



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Acknowledgements

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Overview

Introduction

Welcome to the Web Kinship Care Tracking System (KCTS), the system that provides the essential elements to help you with the task of administration and tracking of events related to Kinship Care. Until now, an antiquated Access system or paper forms have been the primary method of recording and reporting events to the Department of Health & Family Services and the Department of Workforce Development in Madison, Wisconsin. Now, the KCTS new web technology provides an automated solution to many of the tasks associated with reporting information required by the federal government. Web KCTS will serve as the reporting system for Kinship Care until your county begins using the Wisconsin Statewide Automated Child Welfare Information System (WiSACWIS).

County/tribe users can use Web KCTS to:

- ◆ Improve the accuracy of their county/tribe Kinship Care information.
- ◆ View, edit, and report on their county/tribe Kinship Care data.

State users can use Web KCTS to:

- ◆ Improve the accuracy of statewide Kinship Care information.
- ◆ Reduce the need to edit Kinship Care information supplied by the counties.
- ◆ Lessen the time and cost necessary to produce the federal reporting requirements.
- ◆ View, edit, and report on statewide Kinship Care data.

It is assumed that in order to use Web KCTS, you are comfortable with Microsoft Windows and the World Wide Web. If you are uncertain about your Windows and web skills, you may want to take courses in basic Windows and web navigation. For state users, The Learning Center (TLC) at the Department of Health & Family Services offers such courses.

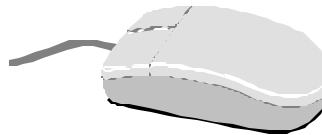
In the next few pages, we will explore some of the basic Web KCTS functions. After learning the basics, you'll be ready to use Web KCTS.

Web KCTS Basics

This section provides an overview of the Web KCTS working environment and looks at some of the techniques used by the program. You'll find that both the appearance and functionality of Web KCTS is easy to use and models the current reporting system for Kinship Care.

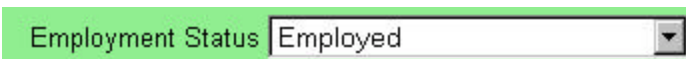
Mouse Actions

Throughout this manual the word click is used to refer to basic mouse actions. Clicking involves pressing and then releasing the left mouse button while holding the mouse stationary.



List Boxes

In many cases, it's quicker and easier to select an item from a list than to remember the value or name you want to type. A list of choices helps to ensure that the item entered is correct. The Web KCTS program uses lists. A list box allows you to select a value from the list.



Buttons

Buttons are used to activate many Web KCTS functions. To activate a function, simply place the mouse pointer on the button and click the mouse.



Esc

If you make a mistake while entering data, before you hit the Update button, hit Esc once to undo the changes for the current field. Hit Esc again to undo the changes for the whole screen. If you are on a field with a list box, the Esc button will not work.



Searching for Data

When you want to find a specific record or a range of record values, you can use the Search section of the Search/Results screen. To start a search, type in the appropriate search term (see page 9) and then click the search/refresh button.

Search:

Selecting a Record

To move to a record in the database, use the Search/Results screen to bring up a list of records in the Results section. Then click on the underlined record identifier for the record that you want to view or edit.

DHFS Kinship Care Results from 'Search/Refresh'					
Caregiver Case #	County/Tribe	Caregiver Name	Caregiver SSN	CARES #	County/Tribe C
Child Seq	Child Name	Child SSN	CARES PIN	Gender	
Payment Episode Start Date	Payment End Date				
<u>00100002</u>	Adams	Smith, John Q	333442222	1102203333	
A	Smith, James Q	000000000	2509504444	M	
	1998-02	1998-10			
	2008-02				
B	Smith, Jessica M	333442221	2513514444	F	
	1998-02				

Adding a Record

To add a new entry in the database, you may do so by clicking the Add Caregiver button at the top of the search/results screen or clicking the Add button located at the bottom of the caregiver or child screen. After clicking the Add button, the screen clears (except for defaults) and it's now ready for entry of a new record.

Deleting a Record

To delete a record, click the Delete button found at the bottom of screen. This will delete the entire record. Please note if you only want to close a case, you need to fill

in the payment end date. You do not want to delete the entire case.

Printing a Screen

To print the information displayed on the screen, click the Print button in the browser toolbar.



Exiting a Screen

To exit a screen click the X (exit) button found in the upper right hand corner of the window.



Using Web KCTS

Getting Started

To run Web KCTS you will need a web browser. Web KCTS has been tested satisfactorily with Internet Explorer 4.0, 5.0, and 6.0, and Netscape 6.0. If you have a different version of a web browser and Web KCTS is not working with your browser contact your IT support staff. If you are still having difficulties connecting to Web KCTS contact the State Central Office (see page 28).

To start Web KCTS, start your web browser, and go to the public DHFS web site:

<http://www.dhfs.state.wi.us/>



Then click on the Partners & Providers button:



Then click on the line that says Kinship Care Tracking System (KCTS):

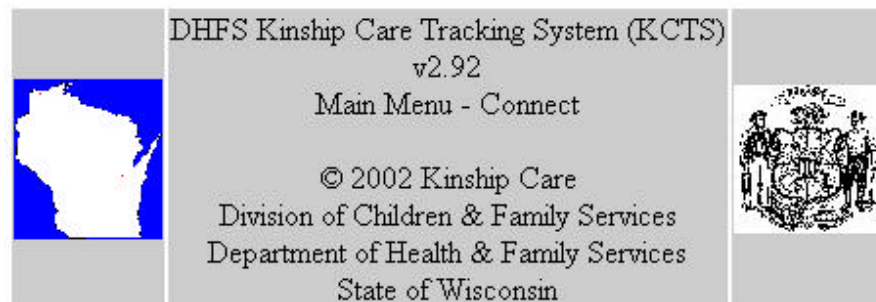
[J-1 Visa Waiver Program](#)
[Kinship Care Tracking System \(KCTS\)](#)
[Local Public Health Department Listings](#)

Click yes or OK to any messages about proceeding despite the questionable security certificate.

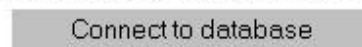
You will be prompted to enter your Username and Password in order to login to the web security system. If you do not have a username and password, contact the State Central Office (see page 28).



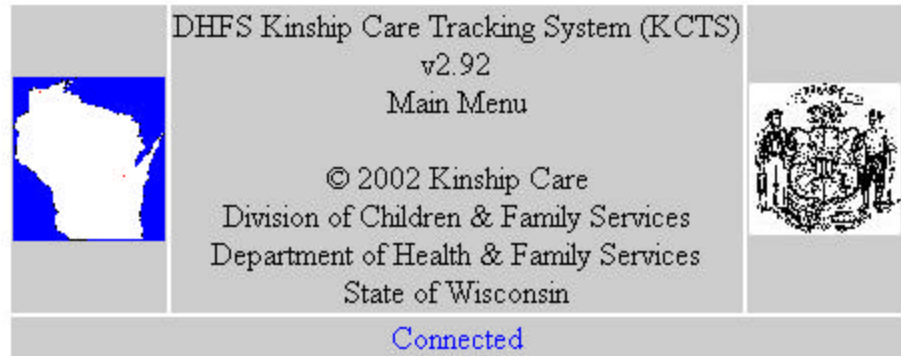
After you successfully login, the Web KCTS MainMenu will appear:



You must first use this button to connect to the database



Select the **Connect to database** button to connect to the Web Kinship Care database and bring up the MainMenu Connected screen:

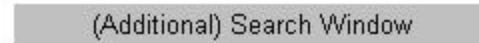


Notice the 4 buttons on the screen. Now, let's see what they do.

MainMenu Buttons

You use these buttons to activate the main Web KCTS screens.

Additional Search Window




Select the **Additional Search Window** button if you want to bring up the Search/Results screen. This is the main screen where you can select a record already in the system and enter new records.

Administration



Use the **Administration** button to do functions to edit or add to administrative look-up tables. Administrative look-up tables control those items that appear in list boxes. Also Administration has functions to initially run all records through the validation edits. (Only DHFS administrative users will be able to do these administrative functions.)

Reports

A rectangular button with a light gray background and a thin black border. The word "Reports" is centered on the button in a black, sans-serif font.

Use the **Reports** button to display various reports.

Utilities

A rectangular button with a light gray background and a thin black border. The word "Utilities" is centered on the button in a black, sans-serif font.

Use the **Utilities** button to run the monthly Signoff utility. You must signoff by the tenth of each month after you have completed your data entry for the previous month.

Now let's look at how these features help you with your Kinship Care reporting.

Search/Results

Search

The **Connect to Database** button on the MainMenu activates a screen for searching for and accessing caregivers or children already in the system. The top Search

Type the text you are searching on in the Search text box (i.e. Smith).

Click the Search/Refresh button to begin the search for the text you typed

The Search, Validate button will run all records found through validation edits. (See Validation Edits section below.) This search will also bring up all the cases for your county.

The Search Errors button will return only records found from the search which have validation errors.

To limit the search to one County/Tribe, use this list box. (County/Tribe users are limited to records for their own county/tribe, and will not see this option.)

Click the Add Caregiver button to add a new caregiver.

section of Search/Results is also the starting point for adding a caregiver to the system.

The search will search Caregiver Last Name, Case Number, the CARES Case Number, County/Tribe Case Number, Caregiver SSN, Child Last Name, the CARES PIN, and Child SSN. Numbers have an exact search; names have a "starts with" search. All Caregiver-Child-Payment Episode case records that meet the criteria will be returned.

Validation Edits

The record validation edits are processes done to the Caregiver, Child, and Payment Episode records, where the data is checked for missing or invalid values. One or more errors will cause the Valid Indicator for the record to be set to invalid, and the data for that record, or any of its dependent records, will not be reflected in any reports or extracts. There are also warnings that will show up on the screen, which do not count

as errors and will not cause the Valid Indicator to be set to invalid. (For a list of validation errors, see the Validation Edits/Errors section on page 23.)

Results

After one of the three Search buttons has been clicked, the results will be returned in the Results section of the Search/Results screen. Caregiver fields are in green; Child

The Caregiver Case # can be clicked on to view/edit this particular caregiver.

The Child Sequence can be clicked on to view/edit this particular child.

DHFS Kinship Care Search

Searches: Caregiver Last Name, Case Number, CARES Case Number/County/Tribe Case Number, Caregiver SSN, Child Last Name, CARES PIN, Child SSN. Numbers have an exact search, names have a "starts with" search. All Caregiver-Child-Payment Episode cases which meet the criteria will be returned.

Search: Search/Refresh Search/Validate Search/Exact County/Tribe:

DHFS Kinship Care Results from "Search/Refresh"

Caregiver Case #	County/Tribe	Caregiver Name	Caregiver SSN	CARES #	County/Tribe Case #	Address	City	Valid
Child Seq	Child Name	Child SSN	CARES PIN	Gender	Birth Date			Valid
Payment Episode Start Date	Payment End Date							Valid
00000002	Adams	Smith, John Q.	333442222	1102013333		123 Any Street	Anytown	Yes
A	Smith, James Q.	000000000	2503504444	M	1993-01-23			Yes
1993-01	1996-10							Yes
2000-02								Yes
B	Smith, Jessica M.	333442221	2513514444	F	1996-05-01			Yes
1996-01								Yes

fields are in blue; and Payment Episodes are in yellow.

Valid Yes or No indicates whether record has passed validation edits. A No indicates the case has errors.

Add Caregiver

Click Add Caregiver button at the top of the Search/Results screen in order to add a new caregiver. State users will get an interim screen that will allow them to choose

The payment episode Start Date can be clicked on to view/edit this particular Payment Episode.

DHFS Kinship Care Add Caregiver

Create New Case Number County/Tribe

State users must select a County/Tribe before a new Case Number can be created.

which County/Tribe they want the new Caregiver to be added.

The new Caregiver Case # will be the current highest Caregiver Case # for the County/Tribe plus 1.

Caregiver

Clicking on a Caregiver Case # on the Results section of the Search/Results screen

Click Update
This Caregiver to
save your
changes.

Click Add
Child for This
Caregiver to
add a new child
to the currently
displayed
caregiver.

Click Delete This
Caregiver to
delete the
currently
displayed
caregiver.

opens a screen for editing the Caregiver information already in the system.

Update

In order for your edits to be saved, you must click Update This Caregiver. After you make any changes, hit the Refresh button in the toolbar of your web browser, in order to view those changes in the Search/Results screen.

Fields

Here is a list of the fields on the Caregiver screen:

Case #. This is the Caregiver Case # assigned by Web KCTS. This field is read-only; you will not be able to change this field.

County/Tribe. This is the County/Tribe Code and the name of the County/Tribe. This field is read-only; you will not be able to change this field.

Update Date. This is the last time this record was updated. This field is read-only; you will not be able to change this field.

CARES Case #.

County/Tribe Case #. This is the case # assigned by your county, if appropriate.

Last Name.

First Name.

Middle Initial.

Address.

Address Line 2.

City.

State.

Zip Code.

Birth Date.

Gender.

Hispanic/Latino?

Race 1.

Race 2.

Race 3.

Number of Residents in Caregiver Home. This is the number of children in the caregiver's home receiving kinship care plus the caregiver.

SSN.

Household Type.

Marital Status.

Educational Level.

Employment Status.

Validation Error Messages

Validation error messages are the explanation that goes with each validation error. Any validation error messages will appear in red (see page 23 for a list of validation

The screenshot displays the 'DHFS Kinship Care Caregiver' form. At the top, there is a header bar with the title 'DHFS Kinship Care Caregiver'. Below this, a green bar contains the 'Case #' field with the value '00100002' and an 'Update This Caregiver' button. The 'County/Tribe' field is set to '001 Adams' and the 'Update Date' is '2001-10-05 10:53:30 586'. Below the green bar, three red error messages are displayed: 'Caregiver First Name must be filled in. (Error 1B)', 'Caregiver City must be filled in. (Error 7C)', and 'Caregiver Hispanic/Latino must be filled in. (Error 9A)'. A pink warning message follows: 'Warning--Please try to obtain the Caregiver Birth Date.' The main form area has a light green background and contains various fields for caregiver information. The 'CARES Case #' is '1102203333'. The 'County/Tribe Case #' is empty. The 'Caregiver Name' fields are 'Last: Smith', 'First: ', and 'MI: '. The 'Address' is '123 Any Street', 'Address (Line 2): ', 'City: ', 'State: WISCONSIN', and 'Zip Code: 55555'. The 'Birth Date' is 'YYYY-MM-DD' and 'Hispanic/Latino?' is a dropdown menu. The 'Gender' is 'M'. The 'Race' fields are 'Race 1: White', 'Race 2: North or South American Indian', and 'Race 3: Native Hawaiian or Other Pacific Islander'. The '#Residents in Caregiver Home' is '4'. The 'Household Type' is 'Married Couple', 'Marital Status' is 'Married Living Together', 'Educational Level' is 'High School Diploma, GED, NEDP', and 'Employment Status' is 'Employed'. The 'SSN' is '333442222'. At the bottom, there are two buttons: 'Add Child for This Caregiver' and 'Delete This Caregiver'. An 'Update This Caregiver' button is also present at the bottom right of the form area.

errors). Warnings will appear in magenta.

Any cases that have errors will not be counted in your county's total caseload.
Please make every effort to correct all of the errors in all of your cases.

Add Child for This Caregiver

Add Child for This Caregiver

Click on Add Child for This Caregiver in order to add a NEW child. The new Child Sequence will be the next letter after the current highest Child Sequence for the case.

Child

Clicking on a Child Sequence on the Results section of the Search/Results screen

Click Update This Child to save your changes.

Click Add Payment Episode for This Child to add a new payment episode to the currently displayed child.

Click Delete This Child to delete the currently displayed child.

Update This Child

Case # 00100002 Child Seq 25 Update Date 2001-10-05 10:59:41.83

CARES PIN 2003504444

This is an Ineligible Sibling of an Eligible Child NO

Child Name: Last Smith First James Middle Initial J

SSN 111223333 Gender M

Race 1 White Race 2 North or South American Indian Race 3 Native-Hawaiian or Other Pacific Islander

Care Type Regular Kinship Care (s.48.57(3m)) Relationship to Relative Caregiver Grandchild

Court Ordered Placement? No Child Teen Parent? No

Teen parent's child resides with him/her in this Kinship placement? No Kinship payment also being made for child of the teen parent? No

U.S. Citizen? Yes Child Receives Disability Benefits? No

No. Amount of Unearned Income 0 Currently Enrolled in School? Yes

Last Grade Completed No Formal Education School District 0014

Mother's Current Status Married Father's Current Status Married

Mother TPR No Father TPR No

Current Relationship of Parents to each Other Divorced

Update This Child

opens a screen for editing the child information already in the system.

Update

In order for your edits to be saved, you must click Update This Child. After you make any changes, hit the Refresh button in the toolbar of your web browser, in order to view those changes in the Search/Results screen.

Fields

Here is a list of the fields for the Child screen:

Case #. This is the Caregiver Case # assigned by the Web KCTS. This field is read-only; you will not be able to change this field.

Child Sequence. This is the Child Sequence assigned by Web KCTS. This field is read-only; you will not be able to change this field.

Update Date. This is the last time this record was updated. This field is read-only;

Add Payment Episode for This Child Delete This Child

you will not be able to change this field.

CARES PIN.

This is an Ineligible Sibling of an Eligible Child.

Last Name.
First Name.
Middle Initial.
SSN.
Birth Date.
Gender.
Hispanic/Latino?
Race 1.
Race 2.
Race 3.
Care Type.
Relationship to Relative Caregiver.
Court Ordered Placement?
Child Teen Parent?
Teen parent's child resides with him/her in this Kinship placement?
Kinship payment also is being made for child of the teen parent?
U.S. Citizen?
Child Receives Disability Benefits?
Monthly Amount of Unearned Income.
Currently Enrolled in School?
Last Grade Completed.
School District.
Mother's Current Status.
Father's Current Status.
Mother TPR?
Father TPR?
Current Relationship of Parents to Each Other.

Validation Error Messages

Validation error messages are the explanation that goes with each validation error. Any validation error messages will appear in red. Warnings will appear in magenta.

The screenshot shows the 'DHFS Kinship Care Child' form. At the top, there are buttons for 'Update This Child' and 'Delete This Child'. Below these, the 'Case #' is 00100002, 'Child Seq' is A, and 'Update Date' is 2/10/10 05:11:32. A list of validation errors is displayed in red text: 'Child Birth Date must be filled in. (Error 20A)', 'Child Gender must be filled in. (Error 21A)', 'Child Hispanic/Latino must be filled in. (Error 22A)', 'Child Race 1 must be filled in. (Error 23A)', and 'Child Last Grade Completed must be filled in. (Error 32A)'. A warning in magenta text says 'Warning-Please try to obtain the Child SSN'. The form fields include: CARES PIN (2503514444), Child Name (Last: Smith, First: James, Middle Initial:), SSN (00001000), Gender (), Race 1, Race 2, Race 3, Care Type (Regular Kinship Care [s.4857(3m)]), Relationship to Relative Caregiver (Grandchild), Court-Ordered Placement? (No), Teen parent's child resides with him/her in this Kinship placement? (No), U.S. Citizen? (Yes), No. Amount of Unearned Income (), Last Grade Completed (), Mother's Current Status (Married), This is an ineligible sibling of an Eligible Child (NO), Birth Date YYYY-MM-DD (), Hispanic or Latino? (), Child Teen Parent? (No), Kinship payment also being made for child of the teen parent? (No), Child Receives Disability Benefits? (No), Currently Enrolled in School? (Yes), School District (0014), and Father's Current Status (Married).

Any cases that have errors will not be counted in your county's total caseload. Please make every effort to correct all of the errors in all of your cases.

Add Payment Episode for This Child

The new Payment Episode Start Date will default to the current date. The user will have the opportunity to change the date before approving the record. After the

The screenshot shows the 'DHFS Kinship Care Payment Episode' form. At the top, there are buttons for 'Approve This Payment Episode' and 'Delete This Payment Episode'. Below these, the 'Child Name' is Smith, James M, 'Case #' is 00100002, and 'Child Seq' is A. The 'Payment Start/Deny Date YYYY-MM' is 1999-02, and 'Record Update Date' is 06/11. The 'Denied Determination' is a dropdown menu, 'Applicant Notified' is a dropdown menu, 'Payment End Date YYYY-MM' is a dropdown menu, 'Payment Termination Reason' is a dropdown menu, 'Court-Order Start Date YYYY-MM-DD' is a dropdown menu, 'Court-Order End Date YYYY-MM-DD' is a dropdown menu, 'On Wartlist?' is NO, and 'County-Paroled?' is NO. There are also buttons for 'Approve This Payment Episode' and 'Delete This Payment Episode' at the bottom.

record has been approved, you will no longer be able to change the payment start date. If you need to make a change to the payment start date, please contact the State Central Office (see page 28). Please be sure to put in a court-order start date if the child is on a court-ordered placement. If the court-order ends and the child is still receiving kinship care, you must enter in the court-order end date.

Payment Episode

Clicking on a Payment Episode Start Date for a case on the Results section of the Search/Results screen opens a screen for editing the payment episode information already in the system.

Click Update This Payment Episode to save your changes.

Click Delete This Payment Episode to delete the current displayed payment episode.

The screenshot shows a web form titled "DHFS Kinship Care Payment Episode". It contains the following fields and controls:

- Child Name:** Smith, James M. (highlighted in blue)
- Case #:** 00100002
- Child Seq:** A
- Payment Start/Deny Date YYYY-MM:** 1998-12
- Record Update Date:** 2002-02-07 10:30:06.0
- Denial Determination:** NO (dropdown menu)
- Date Received YYYY-MM-DD:** (empty field)
- Applicant Notified:** (empty dropdown menu)
- Payment End Date YYYY-MM:** 1999-05
- Payment Termination Reason:** Child does not or is no longer living with relative (dropdown menu)
- Court-Order Start Date YYYY-MM-DD:** (empty field)
- Court-Order End Date YYYY-MM-DD:** (empty field)
- On Waitlist?:** NO (dropdown menu)
- County-Funded?:** NO (dropdown menu)
- Buttons:** "Update This Payment Episode" (top right), "Delete This Payment Episode" (bottom left), and "Update This Payment Episode" (bottom right).

Update

In order for your edits to be saved, you must click Update This Payment Episode. After you make any changes, hit the Refresh button in the toolbar of your web browser, in order to view those changes in the Search/Results screen.

Fields

Here is a list of the fields on the Payment Episode screen:

Child Name. This is the Child Name from the Child record. This field is read-only; you will not be able to change this field.

Case #. This is the Caregiver Case # assigned by Web KCTS. This field is read-only; you will not be able to change this field.

Child Sequence. This is the Child Sequence assigned by Web KCTS. This field is read-only; you will not be able to change this field.

Payment Start/Deny Date. This is the Payment Start Date. This field is read-only; you will not be able to change this field, except for a just-added record. If you need to make a change to this field, please contact the State Central Office (see page 28).

Update Date. This is the last time this record was updated. This field is read-only; you will not be able to change this field.

Denied Determination.

Date Received.

Applicant Notified.

Payment End Date. This closes the Payment Episode.

Payment Termination Reason.

Court-Order Start Date.

Court-Order End Date.

On Waitlist? If a child is on a waitlist, open a payment episode and fill in yes in the waitlist field. If the child moves from the waitlist to receiving a payment, close out the payment episode and open a new payment episode with no in the waitlist field.

County-Funded? If a child is funded with county dollars, open a payment episode and fill in yes in the county funded field. If the child moves from being funded with county dollars to funded with Temporary Assistance to Needy Families (TANF) funds through the state, close out the county funded payment episode and open a new payment with no in the county funded field.

Validation Error Messages

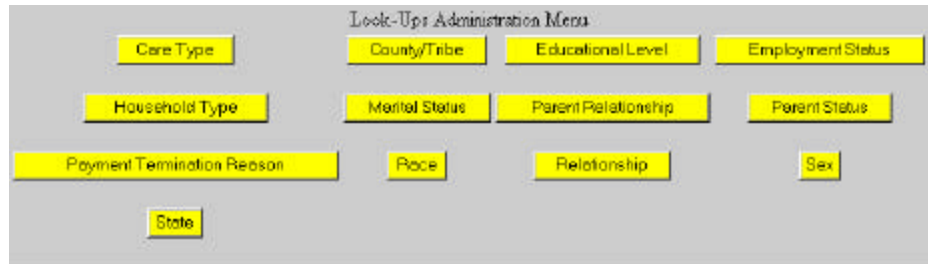
Validation error messages are the explanation that goes with each validation error. Any validation error messages will appear in red. Any cases that have errors will not be counted in your county's total caseload. Please make every effort to correct all of the errors in all of your cases.

The screenshot displays the 'DHFS Kinship Care Payment Episode' form. At the top, there is a title bar and a button labeled 'Update This Payment Episode'. Below this, the form contains several fields: 'Child Name' (Smith, James D), 'Case #' (00100002), 'Child Seq' (A), 'Payment Start/Deny Date YYYY-MM' (1998-02), and 'Update Date' (2001-10-05 12:59:08.814). A red validation error message is displayed: 'If an End Date is present, Denied Determination must be Yes or No. (Error 64A)'. Below this message, there are dropdown menus for 'Denied Determination' (set to 'No') and 'Applicant Notified' (set to 'No'). There is also a 'Date Received YYYY-MM-DD' field. At the bottom, there is a 'Payment End Date YYYY-MM' field (set to 1998-10) and a 'Payment Termination Reason' dropdown menu (set to 'Child is receiving SSI'). A button labeled 'Delete This Payment Episode' is located at the very bottom of the form.

Administration

Administration is a collection of functions that can be performed by users having administrative rights. To go to the Administration screen, click the **Administration** button on the MainMenu screen. (Only DHFS administrative users can use this function.)

Look-Ups Administration Menu



Select a Look-Up to administer by placing the mouse pointer on its button and clicking the mouse.

The image shows a screen titled "DHFS KCTS CARE_TYPE ADMINISTRATION". It contains a table with the following data:

CARE_TYPE_CODE	CARE_TYPE_DESCRIPTION	DISPLAY ORDER	OBSOLETE ?
1	Regular Kinship Care [s.48.57(3m)]	01	No
2	Long-Term Kinship Care [s.48.57(3n)]	02	No
		99	No

Below the table are two buttons: "Update" and "Return to Look-Ups Administration Menu".

Administering Care Type Look-Up (Example)

You can enter the Care Type information and click the **Update** button after you have completed your data entry.

You cannot change the value or code. You can only change the description, the display order, and the obsolete indicator.

You cannot delete any items. You can set the obsolete indicator to Yes instead.

The blank row at the bottom is to allow you to add a new code or value, with its description and display order.

Hit the Return to Look-Ups Administration Menu button when done.

Confirm Delete

Confirm Delete (This will really delete the record, not just mark it as obsolete!)			
Confirm Delete Payment Episode	Casenum:	<input type="text"/>	Childseq: <input type="text"/>
		Startdate (YYYY-MM):	<input type="text"/>

Confirm Delete will physically delete a record, not just mark it as obsolete. Only Confirm Delete for a Payment Episode is offered at this time. This can be used to avoid duplicate key problems on non-administrative user-deleted Payment Episodes.

Initial Validation

Initial Validation			
Validate Caregiver Records	Begin County:	<input type="text"/>	End County: <input type="text"/>
Validate Child Records	Begin County:	<input type="text"/>	End County: <input type="text"/>
Validate Payment Episode Records	Begin County:	<input type="text"/>	End County: <input type="text"/>

Initial Validation is a one-time function done to initially set the Valid Indicator in each Caregiver, Child, and Payment Episode record.

Reports

There are several possible reports for you to use to gather counts of the kinship care data entered into the system for your county. Please note that if ANY of your cases have errors, they will not be counted in any of the reports (unless the “Including Validation Errors” option is selected). This will affect your total case count numbers. Please make every effort to correct all the errors that exist in all of your cases.

Current Open, Closed, and Total Counts of Cases and Children (Example)

DHFS Kinship Care Cases and Children Counts Results

Current Open, Closed, and Total Counts of Cases and Children

Count Cases and Children

County/Tribal Data

Count Cases and Children, Including Validity Errors

Kinship Care Tracking System
Current Open, Closed, and Total Counts of Cases and Children
Excluding Cases With Validity Errors
Run 2002-07-26

65 Open Cases. 90 Open Children.
31 Closed Cases. 47 Closed Children.
96 Total Cases. 137 Total Children.

Return to Reports Menu

You can use the browser Print button to print out this report.

Hit the Return to Reports Menu button when done.

If there are additional reports that you would like to obtain, please contact the State Central Office (see page 28).

Utilities

You must signoff by the 10th of each month in order to avoid any penalties. This informs the State Central Office that all your data has been entered and corrected for the month.

Signoff

DHFS Kinship Care Signoff

County/Tribe: Dane

Return to Utilities Menu

Update

COUNTY/TRIBE	CUTOFF DATE	USER ID	ACTUAL DATE YYYY-MM-DD	TOTAL DENIED CHILDREN COUNT
013 Dane	2001-11-10			
	2001-12-10			
	2002-01-10			
	2002-02-10			
	2002-03-10			
	2002-04-10			
	2002-05-10			

You can enter the User ID and Actual Date fields, also the Total Denied Children Count, and then click the **Update** button after you have completed your data entry.

You cannot change any other fields. You cannot delete any items.

Hit the Return to Utilities Menu button when done.

Validation Edits/Errors

Caregiver

Warning—Proposed Caregiver Birth Date is not a valid date. Must use the format YYYY-MM-DD. Restoring old value.

Warning—Proposed Number Current Residents in Caregiver Home is not numeric. Restoring old value.

Warning—Please try to obtain the Caregiver Birth Date.

Warning—Please try to obtain the Caregiver SSN.

Error 1A—Caregiver Last Name must be filled in.

Error 1B—Caregiver First Name must be filled in.

Error 2—If CARES Case # is filled in, it must be 10 digits.

Error 6A—Caregiver Birth Date is not a valid date. Must use the format YYYY-MM-DD.

Error 6B—Caregiver Birth Date indicates Caregiver who is under age 18. Must be a value of 18 years or older.

Error 7A—If Caregiver Zip Code is filled in, it must be 5 digits.

Error 7C—Caregiver City must be filled in.

Error 7D—Caregiver State must be filled in.

Error 8A—Caregiver Gender must be filled in.

Error 8B—Caregiver Gender must be Male or Female.

Error 9A—Caregiver Hispanic/Latino must be filled in.

Error 9B—Caregiver Hispanic/Latino must be Yes or No.

Error 9C—Caregiver Race 1 must be filled in.

Error 9D—Caregiver Race 1 must be White, Black, North or South American Indian, Asian, or Native Hawaiian or Other Pacific Islander.

Error 9E—Cannot have Caregiver Race 2 or 3 unless first there is a Race 1.

Error 9F—Cannot have Caregiver Race 3 unless first there is a Race 2.

Error 9G—Caregiver Race 2, if filled in, must be White, Black, North or South American Indian, Asian, or Native Hawaiian or Other Pacific Islander.

Error 9H—Caregiver Race 3, if filled in, must be White, Black, North or South American Indian, Asian, or Native Hawaiian or Other Pacific Islander.

Error 9I—Caregiver Race 2, if filled in, cannot be the same as Race 1.

Error 9J—Caregiver Race 3, if filled in, cannot be the same as Race 1.

Error 9K—Caregiver Race 3, if filled in, cannot be the same as Race 2.

Error 10—If Number of Current Residents in Caregiver Home is filled in, it must be a valid number.

Error 11A—Caregiver SSN must be filled in (Fill in with all zeroes if not known). Do not make up a number.

Error 11B—Caregiver SSN must be 9 digits. (Fill in with all zeroes if SSN is not known.) Do not make up a number.

Error 11C—Caregiver SSN is invalid. First 3 digits cannot be 000 or greater than 799. Middle 2 digits cannot be 00. Last 4 digits cannot be 0000. (Nine zeroes is acceptable if SSN is not known.)

Error 11D—Caregiver SSN is invalid. Cannot be the same digit repeated 9 times. (Nine zeroes is acceptable if SSN is not known.)

Error 13A—Caregiver Marital Status must be filled in.

Error 13B—Caregiver Marital Status must be Single, Never Married, Married, Living Together, Married, but Separated, Divorced, or Widowed.

Error 14A—Caregiver Educational Level must be filled in.

Error 14B—Caregiver Educational Level is invalid.

Error 15A—Caregiver Employment Status must be filled in.

Error 15B—Caregiver Employment Status must be Employed, Unemployed, Looking for Work, or Not in Labor Force.

Error 16—Caregiver must have at least one Child.

Child

Warning—Proposed Child Birth Date is not a valid date. Must use the format YYYY-MM-DD. Restoring old value.

Warning—Proposed 'Court-Ordered Placement' of 'No' or Null is not allowed as long as there is a Court-Order Start Date (in a Payment Episode). Setting value to 'Yes'.

Warning—Proposed Monthly Unearned Income Amount is not numeric. Restoring old value.

Warning—Please try to obtain the Child SSN.

Error 16A—Child Last Name must be filled in.

Error 16B—Child First Name must be filled in.

Error 17—If CARES PIN is filled in, it must be 10 digits.

Error 19A—Child SSN must be filled in. (Fill in with all zeroes if not known.) Do not make up a number.

Error 19B—Child SSN must be 9 digits. (Fill in with all zeroes if SSN is not known.) Do not make up a number.

Error 19C—Child SSN is invalid. First 3 digits cannot be 000 greater than 799. Middle 2 digits cannot be 00. Last 4 digits cannot be 0000. (Nine zeroes is acceptable if SSN is not known.)

Error 19D—Child SSN is invalid. Cannot be the same digit repeated 9 times. (Nine zeroes is acceptable if SSN is not known.)

Error 20A—Child Birth Date must be filled in.

Error 20B—Child Birth Date is not a valid date. Must use the format YYYY-MM-DD.

Error 20C—Child Birth Date indicates open Child who is over age 19. Must be a value of 19 years old or younger.

Error 20D—Child Birth Date is a future date.

Error 20E—Child Birth Date indicates closed Child who was over age 19 before close date (Payment End Date). Must either adjust Child Birth Date or Payment End Date.

Error 21A—Child Gender must be filled in.

Error 21B—Child Gender must be Male or Female.

Error 22A—Child Hispanic/Latino must be filled in.

Error 22B—Child Hispanic/Latino must be Yes or No.

Error 23A—Child Race 1 must be filled in.

Error 23B—Child Race 1 must be White, Black, North or South American Indian, Asian, or Native Hawaiian or Other Pacific Islander.

Error 23C—Cannot have Child Race 2 or 3 unless first there is a Race 1.

Error 23D—Cannot have Child Race 3 unless first there is a Race 2.

Error 23E—Child Race 2, if filled in, must be White, Black, North or South American Indian, Asian, or Native Hawaiian or Other Pacific Islander.

Error 23F—Child Race 3, if filled in, must be White, Black, North or South American Indian, Asian, or Native Hawaiian or Other Pacific Islander.

Error 23G—Child Race 2, if filled in, cannot be the same as Race 1.

Error 23H—Child Race 3, if filled in, cannot be the same as Race 1.

Error 23I—Child Race 3, if filled in, cannot be the same as Race 2.

Error 26—If Child is a Court-Ordered Placement, you must enter the Start Date of the Court Order (on the Payment Episode).

Error 28—Child U.S.Citizen must be filled in.

Error 30—If Monthly Unearned Income Amount is filled in, it must be a valid number.

Error 32A—Child Last Grade Completed must be filled in.

Error 32B—Child Last Grade Completed is invalid.

Error 39—Child must have at least one Payment Episode.

Payment Episode

Warning—Proposed Payment Start Date is not a valid date. Must use the format YYYY-MM. Restoring old value.

Warning—Proposed Payment Start Date already exists for this Child. Restoring old value.

Warning—Proposed Payment End Date is not a valid date. Must use the format YYYY-MM. Restoring old value.

Warning—Proposed Received Date is not a valid date. Must use the format YYYY-MM-DD. Restoring old value.

Warning—Proposed 'Court-Order Start Date' is not a valid date. Must use the format YYYY-MM-DD. Restoring old value.

Warning—Proposed 'Court-Order End Date' is not a valid date. Must use the format YYYY-MM-DD. Restoring old value.

Warning—Waitlist Payment Episodes are allowed but are not valid and do not count in reports other than Waitlist Reports.

Warning—County Funded Payment Episodes are allowed but are not valid and do not count in reports other than County Funded Reports.

Error 51A—Payment Start Date is not a valid date. Must use the format YYYY-MM.

Error 51B—There can only be one open Payment Episode. Another Payment Episode exists in which there is no End Date. One of these Payment Episodes will need to be closed.

Error 51C—There can be no overlapping Payment Episode. Another Payment Episode exists, such that its Start and End Dates overlap with the current Start Date.

Error 51D—Payment Start Date cannot be later than Current Date. Use the Waitlist field to indicate Waitlist.

Error 51E—Payment Start Date is earlier than reasonable.

Error 51F—An open Payment Episode can have no other Payment Episode, closed or open, with a later Start Date. Another Payment Episode exists with this later Start Date. The earlier Payment Episode will need to be closed.

Error 52A—Payment End Date, if filled in, must be a valid date. Must use the format YYYY-MM.

Error 52B—Payment End Date cannot be earlier than Payment Start Date.

Error 52C—Payment End Date cannot be later than Current Date. Use the Waitlist field to indicate Waitlist.

Error 52D—There can be no overlapping Payment Episode. Another Payment Episode with End Date exists, such that these dates overlap with the current Start Date or End Date.

Error 54A—If an End Date is present, Denied Determination must be Yes or No.

Error 54B —If Denied Determination is Yes, there must be an End Date.

Error 54C—If Denied Determination is Yes, there must be a Payment Termination Reason.

Error 54D—If Denied Determination is Yes, then Payment End Date should not be more than 4 months after Payment Start Date. Must either adjust Denied Determination or Payment End Date.

Error 55—Date Received, if filled in, must be a valid date. Must use the format YYYY-MM-DD.

Error 56A—Court-Order Start Date, if filled in, must be a valid date. Must use the format YYYY-MM-DD.

Error 56C—Court-Order Start Date cannot be later than Current Date.

Error 57A—Court-Order End Date, if filled in, must be a valid date. Must use the format YYYY-MM-DD.

Error 57C—Court-Order End Date cannot be later than Current Date.

Error 57D—Cannot have Court-Order End Date, if Court-Order Start Date is not filled in.

Error 57F—Court-Order End Date cannot be earlier than Court-Order Start Date.

Inter- and Intra-Case SSN

Error 101—Open Child SSN occurs elsewhere in an open case as a Caregiver SSN.

[Then either:]

The other case is in your county. Please do a Search on the SSN to find both cases, and correct.

[Or:]

The other case is in another county. Please contact the State Central Office* to resolve this issue.

Error 102—Open Child SSN occurs elsewhere in an open child as a Child SSN.

[Then either:]

The other case is in your county. Please do a Search on the SSN to find both cases, and correct.

[Or:]

The other case is in another county. Please contact the State Central Office* to resolve this issue.

Error 111—Open case Caregiver SSN occurs elsewhere in an open child as a Child SSN.

[Then either:]

The other case is in your county. Please do a Search on the SSN to find both cases, and correct.

[Or:]

The other case is in another county. Please contact the State Central Office* to resolve this issue.

Error 112—Caregiver SSN occurs elsewhere in your county in another case as a Caregiver SSN. Please do a Search on the SSN to find both cases, and correct.

Error 121—Open case Caregiver SSN occurs elsewhere in an open case in another county with one or more of the same children, as a Caregiver SSN. Please contact the State Central Office* to resolve this issue.

Error 131—Caregiver SSN occurs elsewhere in the same case as a Child SSN. Please do a Search on the SSN to find the case involved and correct.

Error 132—Child SSN occurs elsewhere in the same case as a Caregiver SSN. Please do a Search on the SSN to find the case involved and correct.

Error 133—Child SSN occurs elsewhere in the same case as another Child SSN. Please do a Search on the SSN to find the case involved and correct.

Error 141—There can be no overlapping Payment Episode. Another Payment Episode in another case for the same Child (identified by SSN) exists, such that its Start and End Dates overlap with the current Start Date and End Date.

[Then either:]

The case is in your county. Do a search on the SSN to see the cases. The Payment Episodes Start and End Dates will need to be adjusted.

[Or:]

The case is in another county. Please contact the State Central Office. They will need to do a search on the SSN. The Payment Episodes Start and End Dates will need to be adjusted.

Error 142—There can be only one open Payment Episode. Another Payment Episode in another case for the same Child (identified by SSN) exists in which there is no End Date.

[Then either:]

The case is in your county. Do a search on the SSN to see the cases. One of these Payment Episodes will need to be closed.

[Or:]

The case is in another county. Please contact the State Central Office. They will need to do a search on the SSN, and one of these Payment Episodes will need to be closed.

Error 143—An open Payment Episode can have no other Payment Episode, closed or open, with a later Start Date. Another Payment Episode, in another case for the same Child (identified by SSN), exists with this later Start Date.

[Then either:]

The case is in your county. Do a search on the SSN to see the cases. The earlier of these Payment Episodes will need to be closed.

[Or:]

The case is in another county. Please contact the State Central Office. They will need to do a search on the SSN, and the earlier of these Payment Episodes will need to be closed.

Error 144—There can be no overlapping Payment Episode. Another Payment Episode in another case for the same Child (identified by SSN) exists, such that its Start and End Dates overlap with the current Start Date.

[Then either:]

The case is in your county. Do a search on the SSN to see the cases. The Payment Episodes Start and End Dates will need to be adjusted.

[Or:]

The case is in another county. Please contact the State Central Office. They will need to do a search on the SSN. The Payment Episodes Start and End Dates will need to be adjusted.

CONTACT INFORMATION

DHFS Help Desk (for technical assistance) 608-267-7775
Paula Brown, Kinship Care Program Coordinator 608-267-7287
Ruth Murphy, Kinship Care Data Coordinator 608-266-5330